A message for all DPA staff and statewide associates
from
Systems Operations, Field Services
and the Division of Medical Assistance

Over the past few years, we have made major changes to how AF-related Medicaid sub-types are processed in EIS. The EIS Help Desk frequently receives questions on how to handle household changes in these cases.

This message addresses how to update EIS when clients move from one case to another or when the case closes. If the case is not updated on EIS correctly, you are unable to change the Med category and subtype and/or the *THRU MO* on the new case. Please follow the steps provided below to update EIS correctly and save your valuable time.

- Check the *MEIH* for the last month of paid Medicaid benefits.
- From the *APEM,* the *CAMM* or the *MMME*, delete month back to the last month of paid Medicaid benefits.
- Do **not** change the participation code on the Medicaid case for that month.
- Go the *MIBW* for that month.
- Change the *THRU MO* date to the month of the last paid Medicaid benefits.
- Depending on the reason for the closure, close the case on the *MIAU* with the appropriate closure reason (income, resources, etc.) or by using *REPC* (Revert to Close) screen, or allow the case to continue to roll for remaining Medicaid-eligible clients.

We realize each case is different, but hopefully, we can save you some time and frustration with this EIS procedural reminder.

We love to hear from you. Please do not hesitate to contact the EIS Help Desk when we're needed to fix a case.

Please direct any system-related questions to the DPA EIS Helpdesk at eishelp@health.state.ak.us <mailto:eishelp@health.state.ak.us>. Please send Medicaid questions to DMA Policy at DMAPOL@health.state.ak.us <mailto:DMAPOL@health.state.ak.us>.